

BUSINESS

BASIC BOOKKEEPING

Overview

Students earning the Basic Bookkeeping Microcredential will possess entry-level bookkeeping/accounting skills immediately transferable into the workplace in jobs such as bookkeeper, accounting clerk, accounts receivable/payable clerk, bank tellers, etc.

Students who successfully complete this Microcredential will be able to:

- Demonstrate knowledge of accounting principles and basic quantitative reasoning;
- Demonstrate accounting skills needed in the business environment;
- Demonstrate proficiency with Quickbooks online software and Excel spreadsheet accounting applications.

Requirements

For requirements, see Program Map.

Program Map

Required Courses		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACC-104	FINANCIAL ACCOUNTING	4	0	4
ACC-205	COMPUTERIZED ACCOUNTING APPL	3	0	3
ACC-215	EXCEL FOR ACCOUNTING	3	0	3
Credit Hours		10	0	10
Total Required Minimum Semester Hours Credit				10

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

This microcredential can be stacked into:

Accounting A.A.S.

Business Administration A.S.

Business Management A.A.S. online

Bookkeeping Certificate

Contact Information

